



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|--------------|-------------|
| GRANTS AND PROJECTS ANALYST SUPERVISOR | 37 | B | 7.753 |
| GRANTS AND PROJECTS ANALYST II | 35 | B | 7.755 |
| GRANTS AND PROJECTS ANALYST I | 33 | B | 7.757 |

SERIES CONCEPT

Grants and Projects Analysts develop and implement and/or assess, monitor, control and review grant-in-aid projects/programs to the State or administered by a State agency. They provide technical assistance to aid recipients on order to ensure the effectiveness of the program.

Incumbents review and evaluate applications submitted by organizations for program participation and determine and recommend approval/disapproval.

Incumbents prepare grant applications to secure federal funding for state and/or state sponsored programs including writing/amending program descriptions and compiling required financial data.

Incumbents research, develop, recommend and implement long range plans and projects within grant guidelines to maximize and enhance services provided.

Incumbents provide technical assistance to service providers to ensure program operations are in compliance including grants management, program planning, and interpretation and analysis of regulations, policies and procedures, etc. Conduct and/or assist in conducting workshops to provide guidance to service providers and program applicants regarding program requirements, policies and procedures.

Incumbents compile data and prepare reports regarding program activities, statistics and effectiveness. Submits to funding sources and/or state and federal authorities as required.

Incumbents inspect service provider operations to ensure adherence to program objectives. Document and report all discrepancies to service provider and makes suggestions regarding improvements to be made.

Incumbents conduct audits of financial records and reports submitted by service providers to ensure the appropriate and efficient usage of monies received and/or reimbursed.

Incumbents perform related work as required.

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CLASS CONCEPTS

GRANTS AND PROJECTS ANALYST SUPERVISOR

Under general direction, the Grants and Projects Analyst Supervisor's are expected to perform the full range of duties described in the series concept. Work is assigned through goals and objectives and reviewed through goal attainment and as unusual circumstances occur. Incumbents have full supervisory responsibility over other professional positions and serve as a resource and final review point to lower level analysts. In addition, they perform the more complex and difficult program reviews. This is the third level in a three level series.

GRANTS AND PROJECTS ANALYST II

Under direction, Grants and Projects Analyst II's perform the full range of duties as described in the series concept. Work is assigned and reviewed by supervisory or managerial personnel to ensure proper application of guidelines, policies and/or rules. This is the second level in a three level series. It is distinguished from the Grants and Projects Analyst I level by the size, complexity and number of grants administered as well as the level of independence.

GRANTS AND PROJECTS ANALYST I

Under direction, Grants and Projects Analyst I's assess, monitor, control and review grant-in-aid projects/programs and provide technical assistance to aid recipients. Work is assigned and reviewed by a Grants and Projects Analyst Supervisor. This class represents the journey level in the series. Positions allocated to this level are responsible for administering grants of comparatively lesser complexity and size and those administered at the Grants and Projects Analyst II level.

MINIMUM QUALIFICATIONS

GRANTS AND PROJECTS ANALYST SUPERVISOR:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in public administration, social work, accounting, business administration or a related field and four years of experience in the administration, assessment, coordination and revision of programs or organizations related to the project administered; OR

II

Two years experience as a Grants and Projects Analyst II in Nevada State service; OR

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MINIMUM QUALIFICATIONS (CONT.)

EDUCATION AND EXPERIENCE (CONT.)

III

Graduation from high school or equivalent education and eight years of progressively responsible experience in the administration, assessment, coordination and revision of programs or organizations related to the projects administered; OR

IV

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Comprehensive, in depth knowledge of federal and state rules, regulations and guidelines governing program area of responsibility. Knowledge of State budgetary process. Knowledge of supervisory techniques such as selection, motivation, training, employee evaluation, work assignment and review and discipline.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of federal grants management requirements. Comprehensive knowledge of the principles and applications of program evaluation and planning. Considerable knowledge of the principles and practices of public administration.

Skill in written English sufficient to prepare program plans, reports and grant applications. Skill in computing basic mathematics sufficient to prepare and verify financial and budget reports.

GRANTS AND PROJECTS ANALYST II:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in public administration, business administration, accounting, social work or a related field and three years of previous experience in the administration, assessment, coordination and revision of programs or organizations related to the projects administered; OR

II

One year experience as a Grants and Projects Analyst I in Nevada State service; OR

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MINIMUM QUALIFICATIONS (CONT.)

EDUCATION AND EXPERIENCE: (cont.)

III

Graduation from high school or equivalent education and seven or more years of previous responsible experience in the administration, assessment, coordination and revision of programs or organizations related to the projects administered; OR

IV

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of program requirements and federal and state rules, regulations and guidelines governing program area of responsibility.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of federal grants management requirements. General knowledge of accounting procedures, principles and practices. Thorough knowledge of the principles and practices of public administration. Knowledge of the principles and applications of program evaluation and planning.

Skill in written English sufficient to prepare program plans, reports and grant applications. Skill in computing basic mathematics sufficient to prepare and verify financial and budget reports.

LICENSE: Requires a valid State of Nevada driver's license or evidence of equivalent mobility.

GRANTS AND PROJECTS ANALYST I:

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university in public administration, business administration, accounting, social work or a related field and two years of previous experience in the administration, assessment, coordination and revision of programs or organizations related to the projects administered; OR

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MINIMUM QUALIFICATION (CONT.)

EDUCATION AND EXPERIENCE: (cont.)

II

Graduation from high school or equivalent education and six years of previous responsible experience in the administration, assessment, coordination and revision of programs or organizations related to the projects administered; OR

III

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of programs requirements and federal and state rules, regulations and guidelines governing program area of responsibility. Knowledge of federal grants management requirements. Knowledge of the principles and practices of public administration.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of accounting procedures, principles and practices. Knowledge of the principles and applications of program evaluation and planning.

Skill in written English sufficient to prepare program plans, reports and grant applications. Skill in computing basic mathematics sufficient to prepare and verify financial and budget reports.

LICENSE: Requires a valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| | <u>7.753</u> | <u>7.755</u> | <u>7.757</u> |
| ESTABLISHED: | 06/24/83 | 06/24/83 | 06/24/83 |
| REVISED: | 07/01/93P | 07/01/93P | 07/01/93P |
| | 09/24/92PC | 09/24/92PC | 09/24/92PC |